

Date \_\_\_\_\_

Mr. Neil Cable, P.E.  
City Engineer  
City Hall, 7th Floor  
455 North Main  
Wichita, Kansas 67202

Dear Mr. Cable:

I request permission to

in the City parking adjacent to my property addressed as \_\_\_\_\_  
in accordance with the enclosed plans, drawings, and/or photographs.

The legal description of my property at this address is as follows:

Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Addition: \_\_\_\_\_

- or -

Metes and bounds description:

I agree to maintain liability insurance with the City of Wichita in the amount required by the City Attorney to hold the City harmless from any liability for personal injury or property damage, either public or private, that may occur due to the installation and maintenance of the encroachment (copy attached).

The \$50 administrative charge is enclosed. Upon approval of a minor street privilege for this use, I agree to pay the annual permit fee in accordance with City Code chapter 10.08.

Sincerely,

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Telephone Number